



# Driver Safety Program

October 27, 2005

Revised 1-20-10

## Driver Selection

When individuals are allowed to drive a Vermont State Colleges vehicle, they are entrusted not only with the operation and care of the vehicle, but also, the reputation of Vermont State Colleges.

Individuals shall be evaluated and selected as to their driving ability if they are to drive on college business.

To evaluate individuals as drivers, management shall:

1. Ascertain that the individual has a valid driver's license
2. Ensure that the individual is qualified to operate the specific type of vehicle
3. Review the individual's knowledge of vehicle operation and safe driving techniques and conduct driving tests for multi-passenger van drivers.
4. Review the driver's Motor Vehicle Report (MVR) at least annually to evaluate the individual's driving experience and observance of traffic laws

## Driver Qualification

Driver qualification for the VSC Driver Safety Program is provided and monitored through the completion of several forms which indicate that each driver has met certain criteria. A driver qualification file will be established for each selected driver and maintained with current information. Components of this file are dependent upon applicable regulations:

1. Driver's application
2. Current copy of a valid driver's license
3. Current motor vehicle records report
4. Current copy of Defensive Driving Training certificate
5. Driver training/road test certificates for multi-passenger van and heavy equipment

Effective July 1, 2005 the minimum driving age of people driving on behalf of the VSC will be 21 years old except as modified – SEE 19-20 Year Old Drivers paragraph

## Van Driver Qualification

For those individuals driving VSC multi-passenger vans, the driver must successfully complete both Defensive Driver Training and Van Driver Safety Training and have a "Clear" Motor Vehicle Report.

## Lease and Rental Vehicle Driving

When vehicles leased or rented from outside vendors are driven on VSC business, drivers must meet the same requirements noted above for those driving VSC-owned vehicles.

## Personally Owned Vehicles (POV's)

The use of POV's must be authorized by the appropriate supervisor before travel takes place.

## Training of Drivers

Even drivers who have been driving for years need additional training and reminders of safe driving habits and skills. It is easy to become complacent and not think about the consequences of our driving habits. Initial training and refresher training every three years in Defensive Driving skills and other safe driving habits is required and will be conducted by the college. Refresher training for multi-passenger van drivers will be conducted annually by the college.

## Driver Performance

A review of the driver's performance is a critical component of VSC's driver safety program. Performance shall be monitored during the selection / screening process as well as at periodic intervals throughout the driver's career using information obtained from MVR's and accident file data.

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- Acceptable (AC) - No more than 2 minor violations OR 1 accident in the last three years; or a combination including no more than one minor violation and 1 accident in the last three years.
- Borderline (BL) - 3 minor violations; OR 2 accidents in three years; OR any combination of 3 occurrences of minor violations and accidents in three years.
- Poor (PR) - Any major conviction in the last three years; OR 4 or more minor violations in three years; OR 3 or more accidents in three years; OR any combination of minor violations and accidents totaling 4 occurrences in three years.

**Major Convictions**

- Driving under the influence of drugs or alcohol, or refusing to test for sobriety
- Leaving the scene of an accident or attempting to elude a police officer
- Reckless driving/racing
- Involvement in a fatal accident
- Assault involving a motor vehicle
- Passing a stopped school bus
- Driving with a suspended/revoked license

**Minor Violations**

Any moving violation other than a "major conviction", **plus:**

- Motor vehicle equipment, load or size violations
- Improper display of, or failure to display, license plates
- Failure to sign or display a registration, or have a driver's license in possession (if valid license exists)

**Accident**

- Any accident where the driver is cited with a violation or negligently contributes to the incident; OR
- Any single vehicle accident that is not caused by (actual) equipment failure.

**MVR Matrix**

Number of Minor Violations	Number of Accidents (last three years)			
	0	1	2	3
0	CL	AC	BL	PR
1	AC	AC	BL	PR
2	AC	BL	PR	PR
3	BL	PR	PR	PR
4	PR	PR	PR	PR
Any Major Conviction (last five years) = <u>Unacceptable</u>				

A VSC driver shall have a 100% clear MVR to be considered for multi-passenger van driver training. People with a poor-

Additionally, a VSC driver would be deemed unacceptable if their driving history includes one or more of the following violation convictions within the past three years:

1. Driving under the influence of alcohol or drugs
2. Hit and run
3. Failure to report an accident
4. Negligent homicide arising out of the use of a motor vehicle
5. Operating during a period of suspension or revocation
6. Using a motor vehicle for the commission of a felony
7. Operating a motor vehicle without the owner's authority
8. Permitting an unlicensed person to drive
9. Reckless driving
10. Speed contest

### Substance Abuse Policy

VSC strictly prohibits the use of or being under the influence of any illegal drugs (or drugs that impair driver ability) or alcohol while on the job.

### Driver Safety Regulations

1. No individual may operate a VSC-owned or controlled vehicle without a valid state operator's license for the particular class of vehicle. Each Fleet Driver must produce at least annually or upon demand a valid state operator's license.
2. Each driver must attend initial driver orientation and other fleet safety presentations as scheduled or required.
3. All VSC-authorized drivers shall wear seat belts at all times and require passengers to do the same.  
Use of any hand held communication device designed to communicate by voice, e-mail, texting, twittering or otherwise, is strictly prohibited while driving a VSC owned vehicle or while driving on VSC business. However, use of cell phones with hands free devices is permitted while driving a vehicle with an occupancy capacity of 6 persons or less. The appropriate college President, Chancellor, or their designee, can authorize an exception to this rule on a case by case basis when necessitated by work requirements.
4. No employee may operate a VSC vehicle while under the influence of any

contact his/her supervisor or the Fleet Manager. No driver may operate a fleet vehicle with identified unsafe vehicle conditions.



Any person in violation of this policy will not be reimbursed for mileage costs.